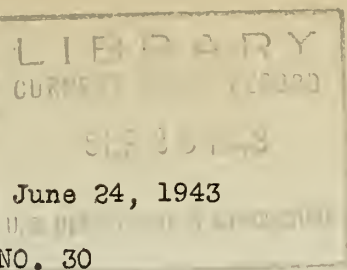


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 30

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Official Travel

The Finance and Accounts Division has made certain changes in the procedure covering official travel. These changes are effective July 1 and in some particulars directly affect the travelers in this Branch.

The letter of authorization itself will be issued in the usual manner. However, an estimate of the funds required for each trip must be encumbered by the Finance and Accounts Division prior to performance of travel. To effect this change the traveler will fill in copy of attached Form SCB 37, secure the necessary Branch clearance and forward it to the Administrative Officer for further action. A minimum time of 24 hours must be allowed for processing through the Finance and Accounts Division, and an equal length of time in this Branch. The Divisions must, therefore, seek to plan their work so that at least two or preferably three days can be allowed for processing an authorization request.

All travelers must prepare travel vouchers within seven days following the close of the month or the trip, whichever may be earlier. Travel vouchers must be submitted to the Administrative Officer for administrative approval and not directly to the Finance and Accounts Division.



H. C. Albin

Attachment

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